

North Fork Rancheria Indian Housing Authority
57907 Old Mill Site Court
North Fork, CA 93643
(559) 877-7360

Board of Commissioners Meeting Minutes
Zoom Meeting
July 1, 2020
5:00 pm

Commissioners Present

Thomas Galt
Bobby Hale
Richie Cline
Christopher Aguirre
Shannon Wentworth
Elaine Fink
Katrina Guitierrez
Jacquie Van Huss

Commissioners Absent

Staff

Paul Irwin
Debora Kerns Barba

Guests

A. **CALL TO ORDER:**

Thomas Galt called the meeting to order at 5:05 pm.

B. **ROLL CALL AND QUORUM DETERMINATION:**

Roll was called and it was determined that a quorum was present.

C. **APPROVAL OF AGENDA:**

Bobby Hale motioned to approve the agenda with the following changes:

- Removal of item H(7) under Executive Session.

Christopher Aguirre seconded, and the motion carried 8/0/0.

D. **APPROVAL OF MINUTES 6/17/2020:**

Tabled.

E. **REPORTS:**

(1) **Director:**

i. **2018 ICDBG – Cultural and Environmental Protection Center:**

The director reported that drawings are in plan check with Madera County Building Department. The director submitted full size drawings to Madera County Public Works for the grading permit, and he is still coordinating with the

engineers on the septic permit application for Madera County Environmental Health. The director also reported that the project has been assigned within PG&E and that requested documents have been provided.

ii. **2019/2020 ICDBG – Emergency Services Building:**

The director reported that the award agreement was provide by HUD on 6/19/20, and returned on 6/25/20. Tribal Council has approved a memorandum of agreement with NFRIHA for implementation of the project. The director has also received a quote for the necessary environmental assessment.

iii. **2019 IHBG Competitive Funding – Infrastructure:**

The director reported that we had a joint call with the civil engineers and Travois yesterday. The engineers anticipate to have 90% drawings by the beginning of next week. They anticipate complete drawings by July 17th, one week of quality control review until July 24th, two weeks to prepare bid documents by August 7th or early the week of August 10th. The electrical distribution sub contract will need 4-5 weeks to complete drawings once they receive confirmation from PG&E which they are anticipating by July 10th, which we should have them ready by the 2nd week of August as well. The civil engineers will be coordinating with Travois to issue a joint bid for infrastructure and vertical construction.

iv. **Low-Income Housing Tax Credits (LIHTC):**

The director reported that the reservation letter has been returned with the required deposit. The RFP for attorney services was due on June 22nd and we received five proposals. The proposals were scored on 6/24/20, the RFP results and agreement will be provided during New Business. Travois is also currently working on soliciting investors. Tax credit equity percentages are currently coming in low, and Travois is awaiting two other proposals. The California tax credit allocation committee requires applicants use a threshold limit basis of 0.85 cents on the dollar, but offers are currently in the 0.80 cent range. This percentage is applicable to federal and solar credits, but the state credit offers are slightly higher than anticipated. This may increase our required contribution, and is a result of the economy and other factors. The attorney to be retained will assist in evaluation of investor offers.

v. **32886 Road 222, North Fork, CA 93643:**

The director reported that drywall is 75% complete. The crew is finalizing siding on the back of the house and started caulking for paint.

vi. **IHBG CARES:**

The director reported that we have started to expend IHBG CARES funding, and have a program policy for review during New Business. We are awaiting notice on the ICDBG CARES funding, because a portion of these funds will be combined toward acquisition of rental housing.

vii. **ICDBG CARES:**

The director has not received any update on the status of this funding application. The application was submitted on June 1st.

viii. **Mill Site Road:**

The director reported that the contractor has started to install base for asphalt. The road is anticipated to be complete by July 10th. Delay due to county inspection of the water system expansion. The geotechnical engineer has been engaged throughout the process and evaluated the subgrade prep and compaction. Compaction testing will also be completed on base prior to pavement.

(2) **Chairperson:**

(3) **Other:**

i. **Financials:** Staff presented financials as of July 1st.

ii. **Monthly Report:** Staff presented the monthly report for June.

iii. **Maintenance Report:** Staff presented the monthly maintenance report for June.

F. **NEW BUSINESS:**

(1) **LIHTC Attorney Services RFP & Agreement:**

The director reported that proposals for LIHTC attorney services were reviewed and scored on 6/24/20, and scored as follows:

- i. Goldfarb Lipman Attorneys: 77 points
- ii. Big Fire Law & Policy Group LLP: 65 points
- iii. Law Office of Mark Berry: 54 points
- iv. Hobbs, Straus, Dean & Walker, LLP: 52 points
- v. Levitan Law: 45 points, disqualified for being submitted past the deadline.

Agreement has been prepared for Goldfarb Lipman Attorneys in the amount of \$25,000 per the provided scope of services, additional services to be provided hourly.

Bobby Hale motioned to approve Goldfarb Lipman Attorneys in the amount of \$25,000, Richie Cline seconded, and the motion carried 7/0/1. Jacquie Van Huss abstained.

(2) **Emergency Shelter Program Policy:**

The director presented a program policy for the proposed emergency shelter program to be funded by IHBG CARES funding. The BOC provided policy recommendations to be reviewed and included. The Director informed the BOC that he would email out a revised draft for review and approval.

- i. **Resolution #20-02:**
Tabled.

(3) **FY 2019-2020 ICDBG MOA:**

The director presented a memorandum of agreement between the Tribe and NFRIHA for implementation of the 2019-2020 ICDBG.

Bobby Hale motioned to approve the FY 2019-2020 ICDBG MOA, Richie Cline seconded, and the motion carried 8/0/0.

(4) **FY 2021 IHP:**

Tabled, the Director will email once available.

G. OLD BUSINESS:

H. EXECUTIVE SESSION:

Bobby Hale motioned to go into executive session at 5:51 pm, Richie Cline seconded, and the motion carried 8/0/0.

(1) **XXH1027:**

Tenant addressed the BOC regarding a pool addendum and waiver previously issued. The BOC advised the tenant to provide a written appeal letter for review.

(2) **XXTO0325:**

Staff informed the BOC of a pending down payment assistance application.

(3) **Storm Drainage Easement:**

The director provided an update on the proposed utility and access easement. Consensus of the BOC to explore purchasing the easement in accordance with HUD regulations, and to offer fencing as an alternative form of compensation.

(4) **32745 Road 222, North Fork, CA 93643:**

The director informed the BOC of a potential property listing adjacent to NFRIHA property. The BOC declined the purchase, but advised the director to seek or purchase easement in accordance with regulations stated above.

(5) **Policies:**

The director reported that he has engaged the Tribe's attorney's to address the auditor's policy recommendations. Initial engagement will be thru the end of the fiscal year at a cost not to exceed \$10,000.

(6) **Holiday Schedule:**

The director reported that the office will be closed on Friday, July 3rd per the personnel policy.

Bobby Hale motioned to come out of executive session at 6:27 pm, Richie Cline seconded, and the motion carried 8/0/0.

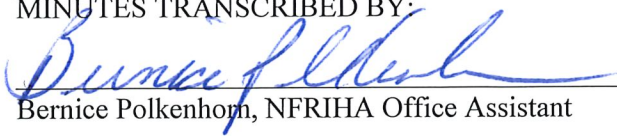
I. NEXT MEETING:

July 15, 2020 at 5:00 pm via Zoom Meeting. Discussion regarding remote participation in future meetings, the Director to follow up with the Tribe's IT Director on laptops.

J. ADJOURNMENT:

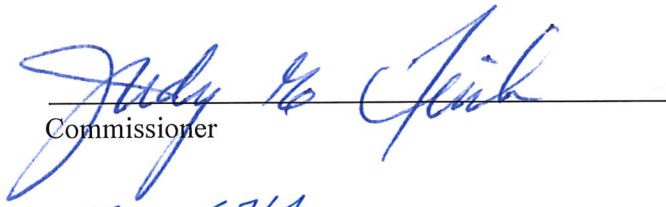

Richie Cline motioned to adjourn at 6:32 pm, Christopher Aguirre seconded, and the motion carried 8/0/0.


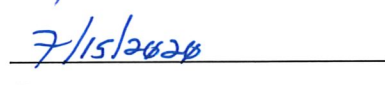
MINUTES TRANSCRIBED BY:


Bernice Polkenhorn, NFRIHA Office Assistant

COMMISSIONER APPROVAL

At a meeting of the Board of Commissioners of the North Fork Rancheria Indian Housing Authority, called and convened on the 15th day of July 2020 at which a legal quorum was present, these minutes were approved as written by a vote of 5 for, 0 against, and 0 abstaining.


Commissioner

Commissioner


Date

Date